

ENLISTED IMA ASSIGNMENT CHECKLIST

Initial the checklist and return with the request

Reference AFI 36-2115, AFI 36-2101, AFI 36-2005, AFI 36-2626, AFI 36-2638, AFECDD, AFRCI 36-2001

ASSIGNMENT SUBMISSION ACKNOWLEDGEMENT:

1. DPAA will review assignment packages request & respond w/an appropriate action w/in 14 business days.
2. DPAA will notify DETs of missing required documents during initial review; second follow-up at 30 days, and will close myPers console (RNT) at 60 days without any response.
3. Assignment back-dated: EDCSA greater than 60 days; Det/CC approval memo attached.
4. DPAA must have copy of loss order as authorization to complete the assignment gain action (TR to IMA).

ASSIGNMENT TYPE: (check appropriate assignment member is going into)

TR - IMA	IMA - TR	IMA - IMA	PIRR/IRR - IMA
AGR Reserve - IMA	IMA - PIRR	PIRR - IMA	AD (Palace Front) - IMA
IMA - IRR (Voluntary)	IMA - IRR (Invol)		AD (Palace Chase) - IMA

DETACHMENT QUALITY REVIEW (initial top line of each section to verify completion)

- A. AF IMT 1288:** *verified items below against Det checklist or Process Map & pkg is complete in its entirety*
Member circled blocks 22 & 24
Member initialed blocks 21-26
Member signed/dated page 1 of 1288
First Endorsement - check the recommended box w/approval or disapproval and UIF box
All 3 comments circled. Current fit test score and last date tested stated within the remarks
Losing Wing/CC delegated authority or Recruiter endorses (other component to IMA)
1288 (Authorized: AFSC, Gr, PAS, Position Field, Position Number (Vacancy Status Code, Manpower Authorized)
Second Endorsement - completed by gaining Det
Duty info completed in remarks: duty title, rating official, SSN (will be returned w/o action if incomplete).
Third Endorsement - losing CC or Superintendent approved loss
PIRR Cat A/B members must have recruiter ID on page 2 of 1288
- B. Position verification:** *verified items below against Det checklist or Process Map & pkg is complete in its entirety*
This is a true vacancy or authorized overage (UMD was verified)
If applicable include overage code w/expired date & copy of overage acknowledgment memo signed by member
SURF (MilPDS = RSAA01) attached
If applicable, verified/completed (overage, over grade, under grade or appropriate waiver is included with the assignment request)
Position is not pending a MCR
Member has sufficient retainability for the position
Provide DD FM 4 or AF IMT 1411, if applicable
IMA/TR selected to position: check ETS, must have at least 6 months retainability from EDSCA
- C. Security Clearance:** *verified the item below against Det checklist or Process Map & pkg is complete in its entirety*
Does member hold the correct Security Clearance? Yes-Proceed No-MFR from losing security manager
verifying clearance was initiated
- D. Classification verification:** *verified items below against Det checklist or Process Map & pkg is complete in its entirety*
Does member meet all entry requirements IAW AFECDD? Yes-Proceed No-Provide approved
classification waiver (IAW 36-2101)
- NOTE:** The following additional documents are required if member is selected for retraining
Formal School Request (FSR) Retraining Written Agreement AF Form 2096
AF IMT 2096 (if applicable) <https://mypers.af.mil/app/categories/p/16%2C18/c/1363>
Upgrade training information
Verified Classification AFECDD directory (ref from the applicable directory must be included)
Rater information (Remarks section: start date, duty title, rating official's name, and SSN)
Formal School Request: (Required for all enlisted entering a 1-skill level P/2/3/4 AFSC & all officers requiring Initial Skills Training)
Requested school dates are within 12 months of retraining approval date

NOTE: AF FM 2096 resources/guide link: https://mypers.af.mil/app/answers/detail/a_id/25528/p/16,18/c/834